

# Judge/Trustee Assignment

Last Updated: September 14, 2005

1. Click **Bankruptcy**
2. Click **Judge/ Trustee Assignment**
3. **Note** the assignment for each case
  - Screen appears to display the case number, case name, chapter, 341 meeting information, Judge assigned to case, and the Trustee assigned to case.
  - This automatically creates a docket entry for the meeting of creditors; however, the notice of 341 meeting will be generated and attached to the entry by the clerk's office the next day.

## Notes to Remember:

- Creditors must be uploaded to the bankruptcy case before the Judge/Trustee Assignment can issue a report. To add creditors, refer to the procedure, **“Uploading Creditor Matrix.”**
- The Judge / Trustee Assignment attempts to schedule all your cases together, at the same time. If your unscheduled cases will be held in different locations (ie: North Platte and Gering), the scheduler will fail

### Steps to avoid this:

1. enter all your cases for one location,
  2. run the Judge / Trustee Assignment and then
  3. continue with the cases for the next location.
- **Chapter 11 cases:** Chapter 11 cases do not receive 341 meetings nor trustee until the U.S. Trustee's Office assigns one.